

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PANAMA	2. AGENCY INL SECTION	3a. POSITION NO. NAS-11
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. NAS-09, Secretary (Procurement Agent) (Title) 120 (Series) FSN-7 (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Travel Clerk - 0910	FSN-6		
b. Other				
c. Proposed by Initiating Office INL	Travel Coordinator	FSN-6		

6. POST TITLE POSITION (if different from official title) Travel Coordinator	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION International Narcotics and Law Enforcement	a. First Subdivision International Narcotics and Law Enforcement
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 The Travel Coordinator for the International Narcotics and Law Enforcement (INL) Section manages the travel arrangements and processing for INL Panama programs, including regional programs such as the Central America Police Program (CAPP). The Travel Coordinator also manages INL-funded travel in support of other U.S. agencies at post and oversees the proper operation of the INL regional travel contractor. The Travel Coordinator will be supervised by the section's Administrative Assistant. The work performed by the Travel Coordinator contributes to the overall success of INL.

14. MAJOR DUTIES AND RESPONSIBILITIES

See attached

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: High School graduate required.
- b. Prior Work Experience: Two years of experience in the travel field or in the clerical field is required.
- c. Post Entry Training: On the job training. Travel Policies and Procedures at Post (PA-244), Travel Preparation and Regulations (PK-195), E2 Solutions Arranger (PK-196) and Travel Policy, Regulations and Allowances, Leahy Vetting, Credit Card Use and Grant training (PY-220/222).
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):

Level III good working knowledge speaking/reading English and Spanish is required.
- e. Job Knowledge: Know general travel policies, such as permissible charges under U.S. federal travel regulations, permissible itineraries under the Fly America Act, and limits of INL Panama's assistance and liability. Must have operational knowledge of Microsoft Office. Must operate desktop computer, scanner, phone, fax and copier as part of normal work duties.
- f. Skills, and Abilities: Good communication and customer service skills. Must be able to negotiate and deal tactfully, yet effectively work with people at different levels, including embassy personnel and host country officials. Ability to work under pressure and exercise sound judgement. Ability to work in a team environment. Innovative thinking and approach to improve methods and procedures is desired.

16. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by Administrative Assistant
- b. Supervision Exercised: None.
- c. Available Guidelines: INL Procedures and policies. Post policies and procedures. Standardized regulations, Foreign Travel regulations, Joint Travel Regulations, Department of State travel regulations (3 FAM, 6 FAM, 14 FAM) Airline guides and customs/immigration regulations and policies.
- d. Exercise of Judgment: Must exercise good judgment when providing travel regulations advice.
- e. Authority to Make Commitments: None
- f. Time Expected to Reach Full Performance Level: One year

14. Major Duties and Responsibilities (Cont.)

80% of time

a. Travel Coordinator duties:

Individual is the Primary for Travel Coordinator for INL Panama. Responsible for logistics and travel arrangements related to TDY assignments for office staff and international visitors, including hotel and flight reservations. Ensures proper processing of country clearance requests. Maintains files and records and performs general office work.

Prepares and reviews travel itineraries for all personnel in INL Panama, INL's Central America Police Program (CAPP) and Panamanian officials being sponsored by the U.S. Government (USG). Prepares and processes travel advances and reimbursements.

Monitors and oversees the proper operation of the INL regional travel contractor, National Center for State Courts (NCSC).

Audits travel authorizations and vouchers prior to approval in accordance with USG travel regulations. As appropriate, based on the type of traveler, creates an authorization through the Government E2 travel system, purchase orders or individual travel grants. Reconciles all reimbursement vouchers using the E2 system.

Reviews Unliquidated Obligations (ULO) and delinquent E2 travel lists monthly and quarterly.

Resolves travel problems, arranges the logistics for each training, and provides travel assistance as needed.

Serves as Liason for travel matters between INL Panama and other sections and U.S. agencies at post, such as DEA, CBP, IRS, RSO, POL, ECON, and HSI.

Process travel requests for INL training using Fixed Obligation Grants (FOG) in compliance with OPM and Department of State grant regulations.

15% of time

Coordinator for disbursing vetted unit monthly bonuses and operational checks.

Perform as back up for Leahy Vetting issues.

Perform as back up for the Petty Cash Cashier.

5% of time

Other related duties as assigned